CMS

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager
Bureau of Communication and Computer Services

DATE: July 5, 2001

RE: MONIES 101 and 202 Training Classes

MONIES (Management of Network Income Expense Services) is the database program utilized by Central Management Services (CMS) to process, track, and bill all telecommunications products and services. MONIES 101 training is also a prerequisite for classes on alphabetical and departmental listings in the State of Illinois Telephone Directory. Inquiry into MONIES will allow you to:

- Check the status of your TSRs and TDRs
- Verify your inventory of voice and data equipment
- Review your monthly bills - the three most current months are available on-line
- View the state directory database

MONIES 101 is for people who have not had prior MONIES training. Students are taught:

- How to logon to MONIES and to negotiate the application
- How to know where you are within the application
- How to do simple searches for answers to questions about the inventory

MONIES 202 is for anyone who has already attended MONIES 101 or directory classes and has additional questions.
- Students who enroll in the MONIES 202 class will be asked to submit two questions in advance for review during class.

On the following dates, CMS is offering training on how to use MONIES:

Class Dates & Times:

Chicago:	MONIES 101	MONIES 202
	Wednesday, August 1, 2001	Wednesday, August 1, 2001
	8:30 a.m. to 12 p.m.	1 p.m. to 4:30 p.m.
	James R. Thompson Center	James R. Thompson Center
	2nd Floor Training Center	2nd Floor Training Center
	Room 2-024	Room 2-024

Please note that all registrants must have their own RACF ID and MONIES ID and should have previously accessed MONIES from their office. If you need to establish RACF IDs, contact your agency data processing coordinator. If you need to establish a MONIES password, or need assistance with connectivity please contact Dana Funk at (217) 785-1930 by Wednesday, July 18, 2001.

To register, please contact CMS Data Provisioning Manager Steve Hayden at (217) 524-5033 or Steve_Hayden@cms.state.il.us.

FC:nd